



Holy Trinity Catholic School Pre-K 3 Handbook for Families

Holy Trinity Catholic School
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www.holytrinitybsl.org

Holy Trinity Catholic Pre-School Handbook for Families

HTCS Mission Statement:

Holy Trinity Catholic School is committed to

Teaching and modeling Catholic Christian morals and values

Creating a safe, caring, and respectful environment that

Supports academic excellence while fostering a love of learning.

Diocesan Mission Statement:

The Catholic school community within the Diocese of Biloxi, a ministry of the Catholic Church, embracing the teachings and traditions of the past, accepting the challenges and opportunities of the present, and preparing for the demands of the future, provides an education based on Christ's teaching and Catholic values which focus on the formation of strong moral character, the furtherance of academic excellence, the inspiration to serve others, and the motivation to achieve God-given potential in the local and the world communities.

*This handbook was developed to provide information to parents of student(s) at Holy Trinity Catholic Pre-School. This handbook provides the rules and regulations for our pre-school. By signing the **Handbook Acknowledgement Form**, you indicate your willingness to abide by HTCS rules and regulations.*

Admission	4
Policies and Procedures	4
Tuition	4
Financial Obligation Policy	4
Withdrawal	5
Uniforms	5/6
Drop-Off/Pick-Up	6
Curriculum	7
Communication	7
Behavior Expectations	7
Snack and Activity Fee	7
Lunch	7
Supplies/Book Bag	8
Money	8
Labels	8
Health Policies	8
Change of Clothes	8
Bathroom Policy	8
Birthdays/Invitations	9
Conferences	9
Enrichment Activities	9

Admission:

A student is not officially registered at Holy Trinity Catholic School until all school records, compliance form, birth certificate, social security number, baptismal certificate (if Catholic) and arrangements for tuition have been received. A completed online application or registration needs to be completed.

-Children entering PK-3 must be four (3) years old by September 1 of that school year. Children entering PK-3 must be potty trained.

-Children must have an up to date 121 Form

Priority for admission will be given to those students who meet the following requirements:

- Children of HTCS employees
- Children who are siblings of students in attendance of HTCS
- Children of registered parishioners of Our Lady of the Gulf, St. Rose de Lima, or St. Clare
- Children who are Catholic who are not members of one of these 3 parishes
- Children who are non-Catholic

Policies and Procedures:

When no policy or procedure exists which specifically addresses a particular situation, a principal should proceed with a course of action based on other policies and procedures dealing with similar, related, or parallel situations and the mission, philosophy, objectives and/or procedures of the school. The policies and procedures of the Catholic Diocese of Biloxi will take precedent if there is a conflict in policies of the school.

Tuition:

Tuition must be paid in one of the following ways:

- In full by July 10
- One half by July 10 and the balance by November 10
- In 10 monthly payments beginning July 10
- Tuition will not be prorated

The tuition account of a current student must be up to date in order to register that student for the next school year.

A late fee of \$20.00 will be assessed after the 10th of each month for tuition accounts. Children will not be allowed to return to school once tuition accounts are in arrears.

Outstanding financial collection will be handled by the HTCS bookkeeper who is acting for the principal.

May's tuition must be paid in full by May 10th or the student will not be allowed to return to school on May 11th. No checks will be accepted for tuition after May 10th. Payments after May 10th must be cash or money orders. The administration reserves the right to add any outstanding fees to the final statements.

FINANCIAL OBLIGATION POLICY:

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

Withdrawal:

- Notify the school office of the withdrawal date
- Complete a withdrawal form
- Return all school materials
- Settle all debts: tuition, cafeteria, after care

PARENTAL SUPPORT

Holy Trinity Catholic School is considered a family. We work very hard to provide the highest level of academics and to form intentional disciples of Jesus Christ. The education of a child is a partnership between parents and the school. If, in the opinion of the school administration, that partnership is irreparably broken, parents may be required to withdraw their child(ren) from our Catholic school. This conduct includes, but is not limited to, physical behavior, social media activities, internet posts and interaction with local and national media.

Uniforms:

All students in the Preschool Program are required to wear the school uniform per the following guidelines:

(Boys)

- Khaki elastic shorts or Khaki long pants (no cargo, cell phone pockets, or elastic around the ankles)
- Navy blue t-shirt with school logo
- Black crew socks (no color stripes or logos on the socks)
- Solid black tennis shoes with **Velcro closure only**
- Navy blue sweatshirt and/or fleece embroidered with the school logo
- Plain white undershirts or turtlenecks (with no visible logo) may be worn under the uniform shirt
- Outer coats may not be worn in the classroom
- Hair must be clean, neatly groomed and the child's natural color and must not touch the collar, eyebrow or the ear
- No tattoos of any kind will be permitted
- No watches or jewelry

(Girls)

- Khaki elastic shorts or skort past their fingertips
- Navy blue t-shirt with school logo
- Navy Polo dress with logo
- Black crew socks (no color stripes or logos on the socks)
- Solid black tennis shoes with **Velcro closure only**
- Navy blue sweatshirt and/or fleece embroidered with the school logo
- Grey sweater with the school logo
- Plain white undershirts or turtlenecks (with no visible logo) may be worn under the uniform shirt
- White or navy tights during cold weather
- Outer coats may not be worn in the classroom but may be worn to school
- Hair must be clean, neatly groomed and the child's natural color
- Hair bows may only be royal blue, gold, white, or school plaid; barrettes may be worn
- No tattoos of any kind will be permitted
- No watches or jewelry. Girls may wear one pair of stud earrings
- No nail polish

Students will be given a uniform notice if they are not using the uniform guidelines listed above. Once a student has received 3 uniform notices, a parent will be notified and will have to bring the item needed to school promptly.

Uniforms may be purchased through:

Southern Printing
230 Davis Avenue
Pass Christian, MS 39571
228-452-7309

Educate and Celebrate
311 Cowan Road
Gulfport, MS 39507
228-206-1901

Clean, gently-worn uniforms are available for purchase through the school office.

Drop Off/Pick Up:

Pre-K 3 students will be dropped off and dismissed in the main carline. For drop off and pick up, parents must approach the school from Beach Blvd. and travel the road next to the community center that leads to the main building. If you arrive after 8:00 a.m., you **MUST** walk your child into school through the main entrance by the office.

****Children will only be dismissed to someone that is on your "pick-up" list in the office, unless written notice has been given. If a person is not known, an identification **MUST** be presented in order to confirm consent. We do this for your child's safety. Please notify us if any of this information needs to be changed at any time or if there is a change in your child's afternoon routine.*

Curriculum:

Holy Trinity Catholic Preschool uses whole group instruction, small group instruction, individualized instruction, instructional learning centers, classroom activities, and teacher interaction to reinforce the goals and objectives for each unit. Units of study are developed in which the child can relate to in a meaningful way. *The Mississippi Early Learning Standards* are to be used to provide the framework for all program curriculum. *The Mississippi Early Learning Standards* are to align with curriculum goals and objectives.

Communication:

Each child will receive a blue communication folder. Please check this folder on a daily basis. All communication from the office and class, as well as, your child's work will be sent through this folder.

Behavior Expectations:

We strive to set an example of Christian conduct. Behavioral issues will be addressed as needed, and a reminder of the proper way to behave will be given. Children are encouraged, individually and as a group, to generate possible solutions to conflicts, to predict various outcomes, and to choose alternative behaviors. We offer choices, try to redirect, point out consequences of different behaviors, and help the student to problem solve. Parents will be contacted to set up a conference if a problem persists or is more severe (e.g. scratching, breaking the skin or other physical behavior). The parents, principal and teacher will discuss ways to correct the behavior in a positive way. Should the behavior continue or become worse, the principal may take action as deemed appropriate, including potentially asking that the child be removed from the program.

Snack and Activity Fee:

Pre-K3 students will have a one-time \$30 snack fee and \$50 activity fee that will be assessed through FACTS.

Lunch:

Pre-K 3 students will be provided with a hot lunch from the cafeteria daily. Lunch is \$25.00 per month and will be charged to your FACTS account.

Pre-K 3 will eat lunch from 12:00-12:30 p.m.

Supplies/Book Bags:

The supply list can be found on the school website (www.holytrinitybsl.org). Book bags need to be large enough to transport your child's work and bedding but must also fit into a shared cubby. Please make sure your child's mat follows regulation...thin Kindermat (5/8"x19"x45"). Please no thick mats (blue/green). You may send in a small blanket, small pillow, and a sleep buddy for naptime. All of these things have to fit in their cubby. Pre-K will send home all naptime items every Friday for cleaning.

Money:

Please send in ALL money in a sealed envelope with your child's name, teacher's name, and purpose.

Labels:

Please label ALL clothing, book bags, etc.

Health Policies:

Our primary goal is to provide a healthy environment by controlling the spread of disease. If your child is running a fever, has diarrhea, vomiting, eye discharge, body rash with a fever, sore throat with a fever, severe coughing (whooping sound after coughing), communicable diseases, or contagious disease you will be notified. Your child must be picked up promptly. A student should be symptom-free and fever free for 24 hours without preventative medication before returning to school. Parents are to notify the office if their child contracts a contagious disease so that others are notified of their child's exposure. When an illness is due to a contagious disease, parents are requested to provide a doctor's note upon the child's re-entry to school.

Change of Clothes:

As you know, all Pre-K 3 students are required to be potty trained, but accidents do occur. In the event of an accident your child will have to change themselves. The soiled clothes will be sent home for you to wash. Please send these cleaned clothes back to school promptly so they will be available if needed.

****Pull-ups are not permitted.** If accidents are occurring frequently, you may be asked to keep your child at home for an extended time to work on this issue.

Bathroom Policy:

A bathroom is located in the Pre-K classrooms. Students are instructed to use it as needed.

Birthdays/Invitations:

A special treat/snack may be sent in for your child's birthday. Store bought birthday treats are recommended. Please let us know ahead of time. If you plan to send in invitations for a party, it **MUST** be sent home with EVERY child or with ALL boys or ALL girls.

Conferences:

Pre-K 3 parents will have a conference day scheduled mid-year (January) and at the end of the year (May). You will be notified of the specific date and time. Conferences will be a time to discuss your child's progress, parent concerns, and goals for your child. Evaluation results from assessments will be shared at this time. Please make arrangements to attend.

Enrichment Activities:

Pre-K 3 will participate in the following enrichment activities:

- Fine Arts
- Physical Education
- Computer (Tech Literacy)
- Library
- Mass -**Students are required to wear pants or a skirt/skort on Mass days. No shorts will be permitted.**

Thank you for sharing your child with us. If you should ever have a question, please feel free to send a note, an email, or call 467-5158. Please refer to the Holy Trinity Catholic School handbook for additional information.

Holy Trinity Catholic Pre-K3 Handbook

I have read and understand the entire HTCS Pre-K3 handbook. I also understand that this handbook is subject to change. If I have any questions or concerns I will contact my child's teacher or the principal.

Child's Name:_____

Printed Parent Name:_____

Parent Signature:_____

Date:_____